

ADAMS COUNTY CLERK OF ORPHANS' COURT

Instructions for eFiling

Login into Adams OC Public Site <https://countyfusion11.kofiletech.us/countyweb/login.do?countystate=AdamsPAOC> with the login provided by County.

NOTE: If you haven't signed up for eFiling yet, please set-up a User Account as instructed below and click on [Contact Us](#) once you are logged in to send an email to the County to request [eFiling Permissions](#). Please provide Name, User Name and a Contact #. Email can also be sent directly to: klawver@adamscounty.us



A screenshot of the login page. It includes the CountyFusion logo and the text "Kelly A. Lawver, Clerk of Courts Adams County, PA". The main heading is "Adams County Clerk of Orphans' Online Services". Below this, there is a "Welcome" message and a "Home Page" link. On the right, there are two login options: "Guest users please log in here." with a "Login as Guest" button, and "Registered users please log in here." with fields for "Username:" and "Password:", a "Forgot Password?" link, and a "Need Help?" link. "Login" and "Clear" buttons are at the bottom of the registered user section. A red circle highlights the "Registered users please log in here." section.

A "Personal Information" registration form. It has a "Cancel" button with a red 'X' and a "Save" button with a floppy disk icon. The form contains the following fields: Username, Full Name, Password, Confirm Password, Email Address, Address, Address1, City, State (a dropdown menu), Zip Code, and Phone. A blue arrow points from the "Save" button to the "No User Account?" box below.

No User Account? Click on [Create New User Account](#) if you don't have one, enter the information and click on Save. You will be returned back to the login page to login.

Accept the Disclaimer

Adams Register of Wills & Clerk of Orphans' Court Online Services Disclaimer

Two buttons: "Accept" and "Decline". The "Accept" button is circled in red.

The Adams County Register of Wills and Clerk of the Orphans' Court is providing the information on this web site as a service to the public. We have made every effort to ensure that the information contained in this electronic search system is accurate. However, the County Register of Wills and Clerk of the Orphans' Court Office, the County of Adams, and Kofile Technologies make no representations, warranties (express or implied) or guarantees concerning the suitability, accuracy, authenticity or reliability of the content of this site or at other sites to which we link.

Privacy Policy and Information Usage:

Adams County Register of Wills and Clerk of the Orphans' Court provide access to certain public records to individuals that sign-up for online subscriptions with the County. Subscribers can view and print certain public records on-line using credit card payment to cover fees. Kofile Technologies hosts the website and the interface for these purchases.

The information collected is used only for this purpose and is not shared with anyone with the exception of the County's financial institution in order to facilitate the transaction. With the exception of the last 4 digit of the credit card used, the information is not stored on the County's database or in any location.

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NOTE: AT THIS TIME, EFLINGS CAN BE PAID FOR INDIVIDUALLY OR VIA ESCROW ACCOUNT AT THE COUNTY. AFTER REQUESTING AN ESCROW ACCOUNT BE ESTABLISHED, PLEASE SEE PAGE 6 TO DEPOSIT FUNDS INTO YOUR ESCROW ACCOUNT WITH A CREDIT CARD. PLEASE MAKE SURE FUNDS ARE AVAILABLE PRIOR TO EFILING.

Click on Search Publics Records

The screenshot shows the header of the website for Kelly A. Lawver, Clerk of Courts, Adams County, PA. It includes a logo on the left, the title in the center, and a navigation bar with links for Home, Search Public Records, Preferences, and Print History. Below the navigation bar is a welcome message: "Welcome Kofile Test to Adams County Online Services". There are two boxes: "What would you like to do today?" with a "Search Public Record" button, and "Announcements" with a welcome message.

Select Search Type – Case Name or Case Number and Enter Criteria
If Name, enter name and date range if desired and click on Search or Enter.

Use the sweepers to clear existing criteria to begin a new search. 

Search Criteria

The screenshot shows the "Search Criteria" form. At the top right, there is a "Back to Results" link and a "Clear" button. A red circle highlights the "Search" button. The form is divided into three sections: "Search Types", "Specific Criteria", and "Case Types". The "Search Types" section has a dropdown menu with "Case Names" selected. The "Specific Criteria" section has fields for "Name Type" (Primary Name), "Name Options" (All Parties), "Name" (with an example), "Death Date From" (05/01/2020), "To" (05/31/2020), and "Filing Date From" (05/01/2020) to "To" (05/31/2020). The "Filing Date" dropdown is set to "Last Month". The "Case Types" section has checkboxes for "All Case Types" and "ORPHANS COURT".

If number, enter the case number and click on Search or Enter on your keyboard.

Search Criteria

The screenshot shows the "Search Criteria" form with the "Case Number" field filled with "OC-23-2020". The "Search Types" section has a dropdown menu with "Cases By Case Number" selected. The "Specific Criteria" section has the "Case Number" field. The "Case Types" section has checkboxes for "All Case Types" and "ORPHANS COURT".

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Once you find your case, click on Add Filing

Case Search Results Back to Criteria

Search Criteria: Search Type: Cases By Case Number; Case Number: 2015-e0360 ... [All Criteria](#)

Displaying 1-1 of 1 Items

<input checked="" type="checkbox"/>	File Number ▲	Case Type	Name	Death Date	Filing Date	Add Filing
<input checked="" type="checkbox"/>	2015-E0360	OC PROCEEDINGS	MONTINI, CONCETTA		06/12/2015	

You will be taken to the Transaction screen. Make sure your information is entered in Presenter and Service To. Ensure the email is correct and add any other emails separated by ' , '. This will allow you to receive notification if rejected or accepted.

Enter Filing Information

Transaction Info

Transaction Number:

Delivery Method:

Case No.:

Filer

Name:

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Email:

Use the Green + Icon in the upper right to add filings.

Upload Images

Trans #1200000080

Click on Add a New Document or the plus icon.
From the dropdown list, select the document type that you would like to File.

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Enter Document Information



Document Type:

- ACCEPTANCE OF SERVICE
- ADDRESS CORRECTION CARD
- ADOPTION PETITION FILED
- AFFIDAVIT OF CONSENT & WAIVERS FILED
- AFFIDAVIT OF DEPOSIT OF MINORS FUNDS
- AFFIDAVIT OF MAILING
- AFFIDAVIT OF SERVICE FILED
- ANNUAL REPORT FILED - ESTATE

[Upload Images](#)

Trans #120000080

If Doc Type has field for 'Filing Status', select **Subsequent** from dropdown.
Enter **Docket Text** if desired. This can be used to provide more information to County.
Enter **Number of Pages**. This must match the number of images that you will be uploading.

Enter Document Information



Document Info

Document Type: ANNUAL REPORT FILED - ESTATE

Document Info:

of Pages: 3

[Upload Images](#)

Trans #120000080

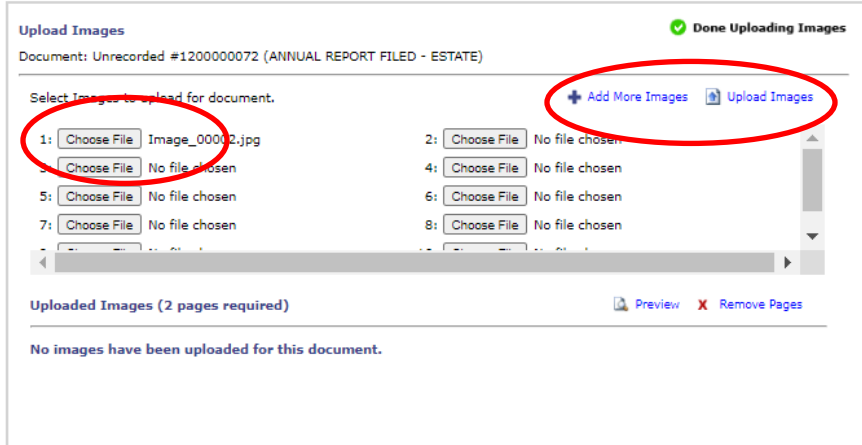
Unrecorded #120000072 (ANNUAL REPORT FILED - ESTATE)

Click on Upload Images
Click on Browse to select the images that you want to upload. If they are single pages, you will need to load each page.
If multi-page, just need to upload file. **NOTE: ONLY PDF FILES OR TIFF FILES CAN BE EFILED.**

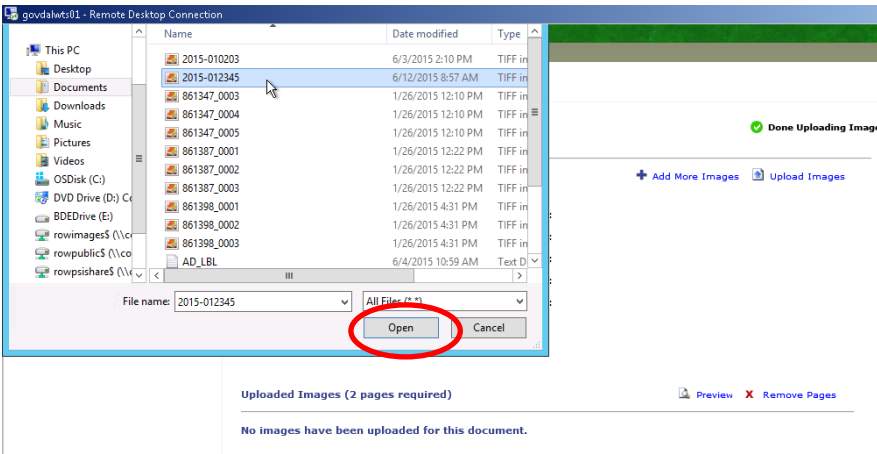
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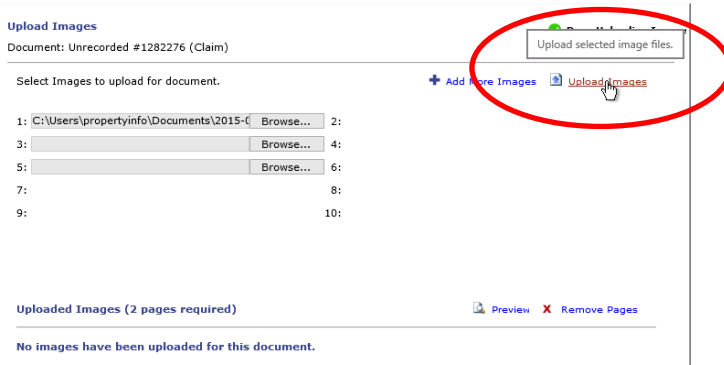
Manage Document Images



Once you find the images, click on Open and then Upload Images.



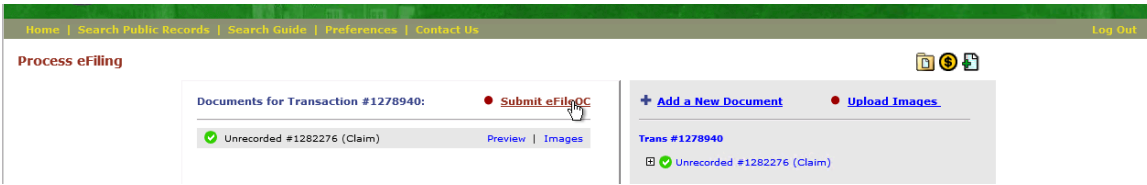
Manage Document Images



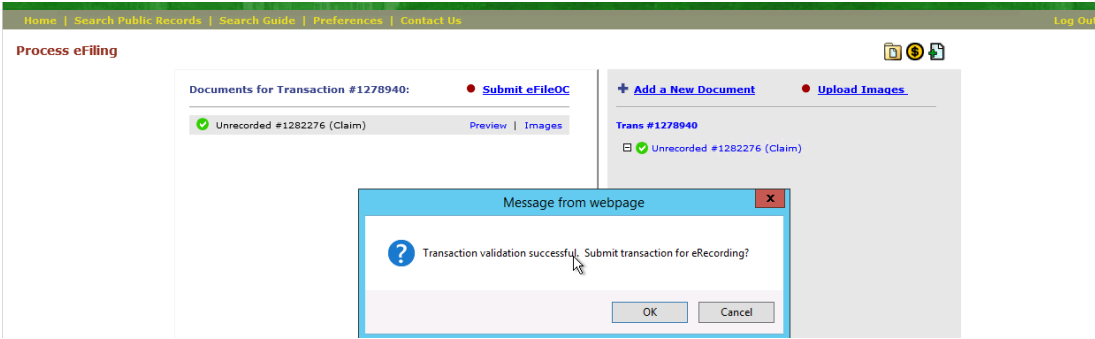
You should see green Check marks. **See Page 6 if you have an error.*
If you have more documents to add, repeat the steps above until finished.
If you are done and ready to Submit to the County, click on Submit eFileOC

ADAMS COUNTY CLERK OF ORPHANS' COURT

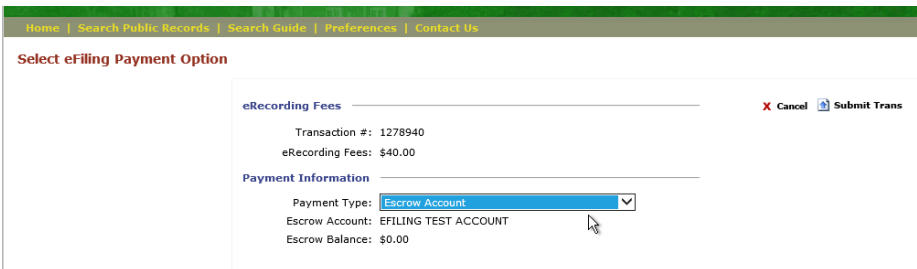
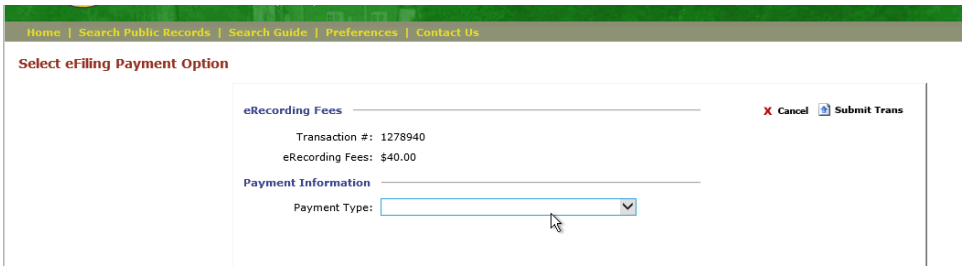
Instructions for eFiling



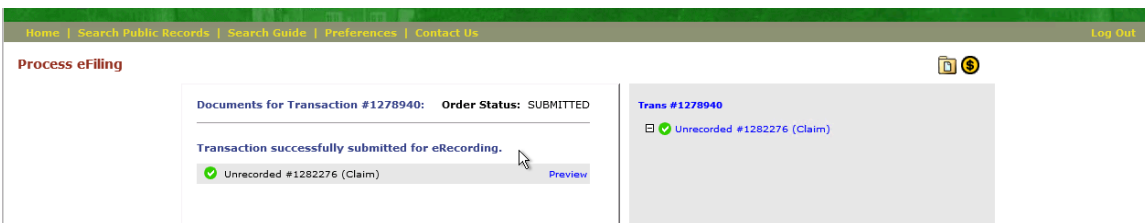
The system will check the information and if validation is successful, you will get the following message. Click OK to proceed.



You will see the fees screen. If there are any fees or not, you will be asked for a Payment Type. Please select 'Escrow Account' from dropdown or your own escrow account should you have one. **SEE PAGE 6 FOR DEPOSITING FUNDS INTO ESCROW ACCOUNT.**



Click on Submit Trans and you will see your Order Status changed to SUBMITTED



The eFiling will be available for the County to review almost immediately. If there are any issues with the eFiling, you

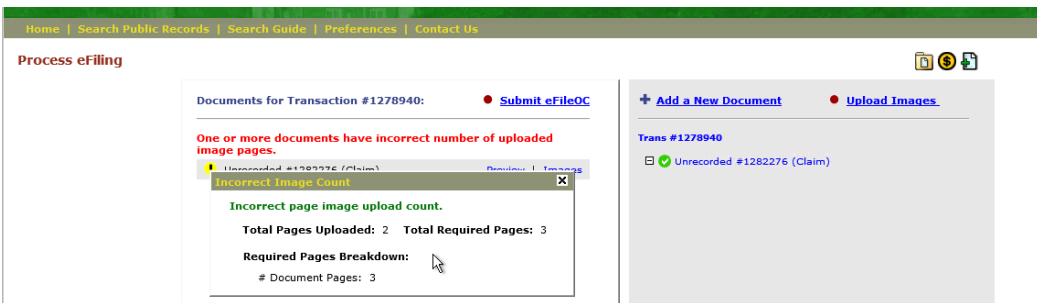
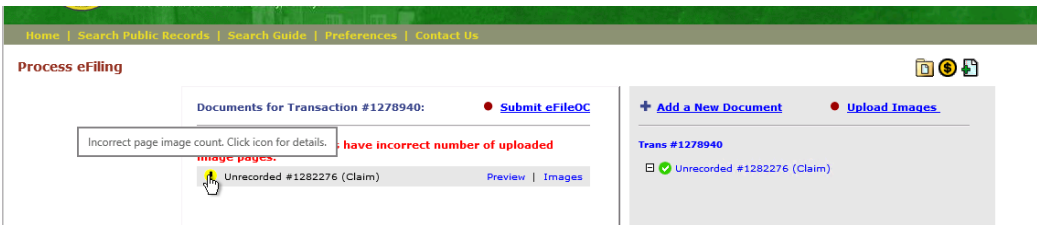
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will receive an email with the Rejection information to allow you to resubmit or an email if the documents were successfully filed.

Disclaimer from Adams County:

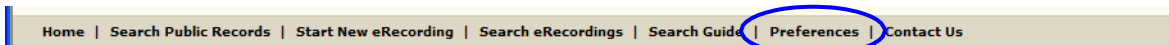
The Adams County Clerk of Orphans' Court is providing the information on this website as a service to the public. We have made every effort to ensure that the information contained in this electronic search system is accurate. However, the County Clerk of Courts/Orphans' Court Office, the County of Adams, and Kofile Technologies make no representations, warranties (expressed or implied) or guarantees concerning the suitability, accuracy, authenticity, or reliability of the content of this site or at other sites to which we link.



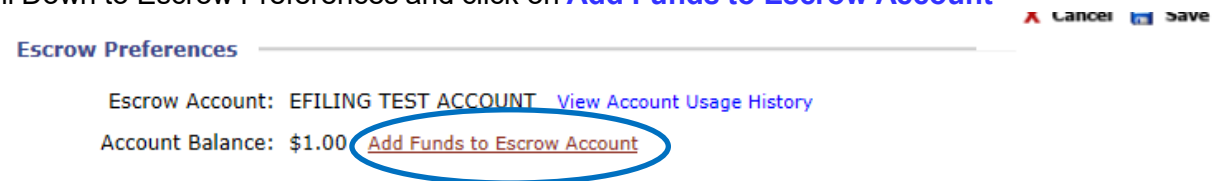
In this example, you can either click on the document and go back and change the number of pages or reload the correct number of images.

ADDING FUNDS TO ESCROW ACCOUNT TO PAY FOR EFILINGS

Once logged in to Adams County site, go to **Preferences**



Scroll Down to Escrow Preferences and click on **Add Funds to Escrow Account**



At next window, Select Payment Type of Credit Card from Drop Down

NOTE: If you don't have an escrow account, please contact Adams Clerk of Orphans' Court to request an escrow account.

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Enter Requested Information – **RED** FIELDS ARE *REQUIRED*. Click on **Process Payment**

You will get a message notifying if successful and then you will be given opportunity to print a receipt.

NOTES:

- There is a \$2.00 Credit Card Convenience Fee that is charged
- Corporate Credit Cards that do not have an individual's name cannot be used at this time.
- Your escrow account balance is always available at bottom of screen when you are logged in.

ACCOUNT HISTORY

You will also be able to check the history of your transactions/payments under **Preferences** as well. Click on **View Account Usage History**.

Enter Usage Date Range and click on View History

Date	User	Amount	Usage	Type	Transaction Details
01/08/2016 12:23:40 PM	Patricia A. Bernsteel	-\$85.00	TRANSACTION	DEBIT	Fees for Transaction: 1330154 View Receipt
01/08/2016 01:19:25 PM	Patricia A. Bernsteel	\$85.00	TRANSACTION	REFUND	Credit for Voided Escrow Deposit Transaction: 1330154 View Receipt
01/27/2016 10:41:21 AM	eFiling Test User	\$1.00	WEB	DEPOSIT	Escrow Credit Deposit (6393) : \$1.00. Transaction #: 1600000697 View Receipt

You can also re-print/view Receipts from here as well.